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CITY OF HOUSTON

Job Posting

1 Applications accepted from: **ALL PERSONS INTERESTED**

> **COMPUTER OPERATOR** Job Classification

Posting Number PN # 109187

Department **Department of Public Works & Engineering** Right-of-Way & Fleet Maintenance Division Division

Section IT Section 611 Walker Reporting Location

8:00 a.m. – 5:00 p.m. Workdays & Hours *Subject to change

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<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u>
Controls and monitors the daily operation of electronic computers and related peripheral equipment, including simple troubleshooting activities, reports bursting and distribution and equipment set-up. Operates and monitors appropriate computers and related peripherals according to established guidelines and procedures. Performs routine maintenance of computer room, supply room, and computers and their peripheral equipment. Performs simple trouble shooting activities.

10 **WORKING CONDITIONS**

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

11 MINIMUM EDUCATIONAL REQUIREMENTS

Requires a high school diploma or GED certificate.

MINIMUM EXPERIENCE REQUIREMENTS

12 Requires six (6) months of experience operating mainframe computers and peripheral equipment.

13 MINIMUM LICENSE REQUIREMENTS

A Valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).

14 **PREFERENCES**

None

15 SELECTION/SKILLS TESTS REQUIRED

However, the Department may administer a skill assessment evaluation.

16 SAFETY IMPACT POSITION ⊠Yes □ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION 17

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

<u>Salary Range – Pay Grade 10</u> weekly \$18,798 - \$26,104 Annually \$723 - \$1,004 Biweekly

OPENING DATE 18 March 1, 2006

19 **CLOSING DATE** March 7, 2006

20 <u>APPLICATION PROCEDURES</u>

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. For application status inquiries, please call (713) 837-7521. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD (Telephone Device for the Deaf) is (713) 837-9471.

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